

***STATE BOARD FOR CAREER AND TECHNICAL EDUCATION*****Minutes of Meeting****March 16, 2015**

Members of the State Board for Career and Technical Education met at 9:30 a.m. CST, in Meeting Room E, Comfort Inn, Bismarck. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Kirsten Baesler, Member (departed 12:20)  
Ms. Cheri Giesen, Member  
Mr. Jeff Lind, Member  
Ms. Debby Marshall, Vice Chair  
Ms. Sonia Meehl, Member  
Ms. Val Moritz, Member  
Mr. David Richter, Member  
Dr. Larry Skogen, Member (arrived 10:49)

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Kelly Pierce, Kelly Scholl, Debra Huber, Michael Netzloff, Clarke Molter, Tracy Becker, Lisa Johnson, Dr. Richard Rothaus, Carrol Burchinal, and Eric Ripley were also present. Dr. Duchscherer welcomed the board and audience members.

**CONSIDERATION OF JANUARY 20, 2015 MINUTES** – Ms. Baesler moved and Mr. Richter seconded to approve the minutes of the January 20, 2015 meeting as presented. The motion passed unanimously.

**FINANCIAL REPORT** - Mr. Kutzer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended February, 2015, reporting that the total budget expended is in line with the time elapsed.

Mr. Kutzer reported that in the Administrative Budget and Expenditures Report, the non-state travel line is higher due to how teacher travel must now be coded, not because of any increase in activity. The coding change is required per the Office of Management and Budget.

Following a brief discussion, Mr. Lind moved and Ms. Marshall seconded to approve the financial reports as presented. The motion passed unanimously.

**DIRECTOR'S REPORT** – Mr. Kutzer reported that the data on student reports in the formula calculating CTE concentrators and their proficiency on state assessments was incorrect. The contractor is working on correcting the formulas and the data is currently being reviewed and corrected. Once the data has been verified, the Consolidated Annual Report will be resubmitted and schools will also be notified of the correct information.

Mr. Kutzer reviewed three handouts (white, canary and blue sheets) regarding the data discrepancies found to date, reporting that even though the Language Arts and Mathematics percentages have decreased, most of the percentages remain close. The data is still indicating that CTE Concentrators are closing the gap in Reading/Language Arts and Mathematics but the performance is not as positive as previously reported.

During discussion on the updated data information, Ms. Baesler stated that the information is valuable and shows good trending data.

Following more discussion, Mr. Kutzer reported that the agency received an extension for submitting the revised Consolidated Annual Report and is in the process of negotiating performance levels with the U.S. Department of Education. Historically, a three year rolling average has been used during the negotiation process.

Following additional discussion, Mr. Kutzer stated that he will continue to keep the board informed and will provide updated information once it has been verified.

Mr. Kutzer reported that the CTE Curriculum Library, which has been located in the Bismarck State College library for the past 30 years will be relocated to the 15<sup>th</sup> floor with state staff operating it for several reasons, including the current librarian is retiring no later than June and the space that was used for the CTE library is no longer available due to reconstruction at

Bismarck State College. After meeting with the librarian and state staff, it has been determined that the utilization of the library is very low and no longer cost effective. Staff are currently reviewing what material from the library will be sent out to schools or housed in the agency.

Following discussion, Mr. Kutzer reported that by housing the material in the agency, it will free up \$45,000 in federal leadership dollars. Mr. Lind stated, and the board agreed, that it is an excellent idea to use the resources for other things.

Mr. Kutzer reviewed the Careers by Education brochure that provides information on the top 10-15 occupations based on levels of education. The brochure was a joint effort between Job Service ND and Career and Technical Education. The information has been distributed to legislators and is available to schools, students, parents and any other interested parties.

Discussion was held on the number of schools/districts using RUReady. Mr. Kutzer responded that he doesn't currently have that information but will ask Ms. Marilyn Orgaard to present RUReady information and provide a usage report at the April meeting.

Following more discussion, Ms. Giesen stated that Job Service and Career and Technical Education have a good partnership and that the brochure information is a great tool to provide data and will be distributed at career expos.

Following a brief discussion, the board thanked Mr. Kutzer for his report.

**2015 LEGISLATIVE SESSION** – Mr. Kutzer distributed and reviewed the 2015-17 Biennium Budget Request Comparison (white sheet), reporting that the information was provided at the Senate Appropriations HB1019 – CTE Budget Bill hearing. Senators Erbele, Holmberg and Heckaman were named to the subcommittee. The House subcommittee has not been named yet.

Discussion was held on the CTE budget hearing and Mr. Kutzer reported that once HB1019 has been approved, decisions will need to be made on how to apply the approved

funding based on the Board's priority listing.

HB1393 – STEM Network – Mr. Kutzer reported that the Senate hearing will be held on March 17. If passed, CTE would be fully responsible for managing STEM activities by administering funding, coordinating two STEM conferences and four to five regional STEM Day activities. CTE would continue to work with the STEM Network on activities and the management team would be eliminated.

Discussion was held on who would have oversight and final authority of STEM activities. Mr. Kutzer responded that Career and Technical Education will be responsible for the oversight and management of activities, which was a condition of the \$100,000 being placed in CTE's budget. CTE will also be responsible for measuring the impact and success of the program.

Discussion was also held on how CTE will accomplish the new STEM responsibilities. Mr. Kutzer responded that there is a vacant FTE position that could be utilized if dollars are available to fund the position.

HB1053 – Desktop support services through ITD. Mr. Kutzer reported that he is opposed to HB1053 as currently written. If passed without funding amendments, the agency would be required to utilize ITD for desktop support services which would cost approximately \$175,000. This would have a major impact on the operating budget.

Discussion was held on legislative bills and the board thanked Mr. Kutzer for keeping them informed.

**PROPOSED PROGRAM STANDARDS – AUTOMOTIVE COLLISION** – Mr. Clarke Molter, Trade, Industry, Technical and Health Sciences Supervisor, presented the proposed Automotive Collision Repair Education Standards, explaining that secondary and postsecondary instructors, along with NATEF were involved in the process and that the

proposed state standards align with the national standards. Mr. Molter also reported that Career Ready Practices have been incorporated into the state standards.

Following discussion, Mr. Molter reported that currently there are three accredited secondary programs and one accredited postsecondary program in North Dakota and explained that all of the instructors are ASE certified.

Discussion was also held on various professional development activities provided to instructors through CTE and partnerships with the Automotive and Implement Dealers Association.

Following a brief discussion, Mr. Lind moved and Ms. Baesler seconded to approve the North Dakota Automotive Collision Repair Education Program Standards. The roll call vote was as follows:

Ms. Meehl – aye  
Ms. Moritz – aye  
Mr. Lind – aye  
Ms. Marshall – aye  
Mr. Richter – aye  
Ms. Baesler – aye  
Ms. Giesen – aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**GRAPHIC COMMUNICATIONS** – Mr. Clarke Molter presented the proposed Graphic Communications Education Standards, reporting that the proposed standards and frameworks are modeled after the national standards developed by the Graphic Arts Education and Research Foundation (GAERF). The standards bring commercial arts and graphic arts under one umbrella but the local identity of the programs are maintained.

Following discussion, Mr. Molter reported that secondary and postsecondary instructors were involved in the process and that the three high school programs all offer unique programs for students.

Following a brief discussion, Ms. Meehl moved and Ms. Giesen seconded to approve the North Dakota Graphic Communications Education Program Standards. The roll call vote was as follows:

Ms. Moritz – aye  
 Mr. Lind – aye  
 Ms. Marshall – aye  
 Mr. Richter - aye  
 Ms. Baesler – aye  
 Ms. Giesen – aye  
 Dr. Duchscherer - aye  
 Ms. Meehl – aye

The motion passed unanimously.

The board thanked Mr. Molter for the reports.

**INFORMATION TECHNOLOGY** – Ms. Tracy Becker, Information Technology Supervisor, presented the proposed Information Technology Education Standards, reporting that the proposed standards were adapted from the Common Career Technical Core along with student competencies and include Career Ready Practices.

Ms. Becker also reported that information technology instructors were involved in the process and their suggestions and recommendations are included in the standards.

During discussion, Ms. Giesen applauded the work completed on the information technology standards and the importance of project management for students to get them engaged in technology.

A discussion on ITCND was held with Ms. Giesen and Ms. Becker agreeing that there is a great partnership with ITCND.

Ms. Marshall moved and Ms. Moritz seconded to approve the North Dakota Information Technology Education Program Standards. The roll call vote was as follows:

Mr. Richter – aye  
 Ms. Baesler – aye  
 Ms. Giesen - aye

Ms. Meehl - aye  
Ms. Moritz - aye  
Mr. Lind – aye  
Ms. Marshall – aye  
Dr. Duchscherer - aye

The motion passed unanimously.

The board thanked Ms. Becker for her report.

**PROPOSED UPDATES TO BUSINESS EDUCATION TEACHER LICENSING –**

Ms. Kelly Scholl, Business Education Supervisor, reviewed the two proposed changes to the Business Education Secondary Teacher Licensing (blue sheet). The first recommended change is to replace the current Coordinating Cooperative Education Programs course with the Managing Career and Technical Student Organizations course in order to align to the Praxis Testing Option Licensure to make it uniform across all program areas; and the second recommended change is to remove the MOUS certification requirements for teachers.

Discussion was held on the need for the requirement of having completed 2,000 hours (or 40 hours per week for 50 weeks) of practical work experience in a business setting. The discussion centered around why it was needed in light of instructors who have taught for two years or more being able to take the Praxis test to teach in another area. Based on inquiries that some of the Board members are receiving about the requirement being unnecessary, they agreed that the agency needs to discuss the issue to determine if there is any value in the 2,000 hour requirement.

The requirement of having instructors take the Managing Career and Technical Student Organizations course was also discussed and the board requested that the agency review this requirement and determine if there is any value in this requirement for a program to be funded as well.

Discussion was also held on the five-year renewal requirement and who determines what courses are considered relevant for renewal.

Following more discussion, the board agreed that the concerns in the certification and funding areas are not just for the Business Education, but across all career and technical education program areas.

Mr. Kutzer responded that he will meet with staff to discuss the issues and provide the information at the next meeting.

Following a brief discussion, Mr. Lind moved and Dr. Skogen seconded to approve the proposed updates to the Business Education Teacher Licensing as presented, with the understanding that the requirement of the completion of 2,000 hours of practical work experience in all areas, as well as the other items discussed, be reviewed by state staff and have recommendations brought back to the board. The roll call vote was as follows:

Ms. Meehl – aye  
 Ms. Moritz – aye  
 Mr. Lind – aye  
 Ms. Marshall - aye  
 Mr. Richter – aye  
 Ms. Baesler - aye  
 Dr. Skogen – aye  
 Ms. Giesen - aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

#### **CAREER DEVELOPMENT POLICIES – Impact of Test Administration on CD**

**Programs** – Ms. Kelly Pierce, Career Development and Career Advisors Supervisor, reviewed survey results of what tests career development counselors are responsible for and the percentage of time spent on coordinating and administering those assessments.

Ms. Pierce distributed and reviewed the current career development policy, reporting that there is a growing concern about the amount of time administering assessments are taking of



career development counselors' time and asked that the Board consider creating a policy reflecting the American School Counselor Association's (ASCA) recommendation that counselors spend 80% of their time with student services and 20% for program management and school support services, to ensure CTE funded programs maintain their integrity and quality.

Discussion was held on the importance of assessments and the challenges of federal and state mandated tests and that those requirements are not just affecting counselors.

Following more discussion, it was agreed that there is a problem and before a policy can be approved, more research needs to be completed, including what impact a policy would have on schools both financially and with staffing.

Mr. Kutzer stated that he will work with Ms. Pierce and others to recommend a policy, possibly by next legislative session. Mr. Kutzer asked the board to let him know if they had any suggestions on what CTE could do to help the situation.

Following a brief discussion, the board thanked Ms. Pierce for her report.

**NDUS ADMISSION REQUIREMENTS AND CORE COURSES** – Dr. Richard Rothaus, NDUS Director of Academic Programs, distributed and reviewed the high school graduation core requirements for students seeking admission to UND and NDSU in the Fall of 2016, 2017 and 2018.

Mr. Rothaus introduced Ms. Lisa Johnson, NDUS, and reported that they have been working together regarding CTE's concerns.

Discussion was held on how core courses get placed on the NDUS list and more specifically how can CTE courses get on the list. Ms. Johnson responded that moving to course outcomes would create opportunities for CTE courses and students. Ms. Baesler also responded that there is on-going discussion regarding this and it is a work in progress among

K-12 and CTE with approaches of crosswalks between career pathways.

Dr. Rothaus stated that there are no regional research institutions that allow CTE courses to be used as core requirements and by doing so would break tradition. He also stated that NDUS would have to look at the data to see how courses in high school are coded and what is or could be counted as core courses.

Ms. Baesler then asked whether NDUS could look outside of the traditional model and recognize CTE courses since the traditional model might not be meeting workforce needs.

Following more discussion, Dr. Skogen stated that UND and NDSU Admissions Offices have flexibility in accepting students who may not have taken the core requirements and that there is a difference between automatic admission versus admission at UND and NDSU. It was agreed that flexibility in the policy is good, but questioned how this information can be provided to school counselors, parents and students.

The board agreed that the next step would be to have a working team to meet on these issues and thanked Dr. Rothaus and Ms. Johnson for the information.

**PROPOSED PRIVATE CAREER SCHOOLS COMPLAINT PROCEDURE** – Ms.

Debra Huber, Private Career Schools Administrator, reviewed the Private Career School Complaint Procedure (purple sheet), stating that the formal complaint procedure would be placed on the agency website for students to access. Complaint procedure information must also be published in all authorized private career school catalogs, student handbooks and websites.

Ms. Huber reported that the complaint procedure was developed from researching other states' procedures and working with the North Dakota Attorney General's Office to ensure it meets federal regulations.

Following a brief discussion, Dr. Skogen moved and Mr. Richter seconded to approve the Private Career School Complaint Procedure as presented. The roll call vote was as follows:

Ms. Meehl – aye  
Ms. Moritz – aye  
Mr. Lind – aye  
Ms. Marshall - aye  
Mr. Richter – aye  
Dr. Skogen – aye  
Ms. Giesen - aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCES** –

Mr. Kutzer invited board members to attend the CTSO conferences that will be held in March, April, and June.

**FUTURE MEETINGS** –The April board meeting is scheduled for Monday, April 20, 2015, in Bismarck.

The May board meeting is scheduled for Monday, May 18, 2015, in Bismarck.

The meeting adjourned at 12:27 p.m.

Respectfully submitted,

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Dr. Brian Duchscherer  
SBCTE Chairperson